

I. GENERAL INFORMATION

1. SOLICITATION NUMBER:	SOL-306-17-000060
2. ISSUANCE DATE:	July 24, 2017
3. CLOSING DATE/TIME FOR RECEIPT OF APPLICATIONS:	August 06, 2017
4. POSITION TITLE:	Economic Program Analyst (Monitoring & Evaluation)
5. MARKET VALUE:	GS-11 (\$52,329 - \$68,025) In addition 35% post differential and 35% danger pay is currently authorized at this location.
6. PERIOD OF PERFORMANCE:	13 months with an option for renewal
7. PLACE OF PERFORMANCE:	USAID/Afghanistan
8. SECURITY LEVEL REQUIRED:	Moderate Risk Public Trust

9. STATEMENT OF DUTIES:**1) General Statement of Purpose of Contract**

The Economic Program Analyst (Monitoring & Evaluation) is located in the Office of Economic Growth (OEG) and the incumbent will serve as an essential member of the Program Management Unit, which serves as an intermediary program support unit for both the Office of Economic Growth (OEG) and the Office of Infrastructure (OI). The position plays a vital and challenging role of effectively organizing information for performance monitoring and communicating the success of both OEG and OI's complex portfolios with a combined budget of \$2.2 billion with over 34 active awards and 25 planned awards to the appropriate audiences.

Successes will be communicated to Government of Afghanistan (GoA), media, USAID/Washington, implementing partners, and the general public. USAID/Afghanistan has a highly complex and dynamic monitoring and evaluation portfolio. The incumbent will be responsible for coordinating all performance monitoring and evaluation activities with Contracting and Agreement Officers Representatives (CORs and AORs), On-budget Monitors, and Activity Managers to ensure implementation of the Mission's Multi-tiered Monitoring Approach. The incumbent will provide in-depth technical and administrative support in areas of costing/financing, economic analysis, economic focused growth trends and strengthening activities in the public/private sectors. The work of the incumbent requires patience, persistence, and continual fact checking, understanding of economic patterns, gathering of up-to-date information and updating of all materials.

In this position, the incumbent is responsible for providing support in all aspects of performance management, strategic field oversight, and coordination of field performance monitoring activities for both offices. The incumbent also assists in consolidating written responses to time-sensitive taskers for a variety of Mission, Embassy, and United States

Government (USG) audiences, and plays a critical role in building OEG and OI capacity in program performance monitoring functions.

It is therefore essential that the incumbent have outstanding report writing skills and abilities, understanding of performance monitoring and reporting principles, synthesizing information, and knowledge of the multi-tiered monitoring data triangulation from different stakeholder which is the model currently being implemented in Afghanistan.

The incumbent prepares, checks, revises, and shares timely and accurate information concerning OEG and OI programs, including fact sheets, project briefs, lessons learned, success stories, presentations, and other public information material in print, PowerPoint, audio, video and HTML formats. Materials must be written in clear and concise English, and prepared with both the media and general audiences in mind.

The incumbent researches, writes, and edits USAID situation reports (such as briefing papers) based on information collected from USAID technical offices, implementers, reports, meetings, and other sources; prepares status and other reports and memoranda regarding problems, and corrective actions. Reports shall be of sufficient scope so as to be useful in fully monitoring the progress of activities. Where problems are noted, the incumbent will recommend corrective actions.

This position requires substantive situational assessment, interpretation, judgement, and strong decision-making skills, staying abreast of political, social, and economic developments which may affect USAID activities, and identifying and assessing the importance and impact on USAID programs.

2) Statement of Duties to be Performed

In this position the incumbent supports the OEG and OI on a wide variety of responsibilities including:

- Identifies, analyzes and prepares of public information materials; reports program results and performance indicators in a manner that can easily be understood by external stakeholders and the general public;
- Provides advice on performance management and field oversight on technical and strategy issues, program design quality control, performance planning, implementation and monitoring project/program effectiveness;
- Liaises with other Embassy staff and the host Government, and ensures the Offices follow USAID performance management and evaluation policies and procedures;
- Conducts cost financing research, data collection and analysis; designs sound monitoring and evaluation methodologies; provides illustrative studies and research that includes evaluation of specific economic growth programs leveraging private sector resources, costing of private and public sector services; translates research findings and recommendation into best practices and policies that constructs sound and economically appropriate programming;

- Serves as the main point of contact for both offices in Monitoring and Evaluation (M&E) tasks, thus is responsible for planning, coordinating and reporting of evaluation and monitoring activities;
- Assists and guides Project Managers and USAID Implementing Partners on the development, fine-tuning and revisions of activity level monitoring and evaluation plans (AMEP); provides guidance on performance indicators and log frame development, the Mission's monitoring strategy and policy, Statements of Work for third party monitoring and evaluations, Afghan Info data calls, Data Quality Assessments (DQAs), Performance Plan and Report (PPR) and Portfolio Reviews;
- Develops and/or applies appropriate risk assessment instruments to ensure that risk is shared appropriately between potential partners and USAID;
- Provides technical leadership on the design, implementation, monitoring and evaluation of activities and works to ensure that partners meet their performance targets in accordance with agreement or contract requirements;
- Advises and works closely with all office staff – US Direct Hires (USDH), US Personal Services Contractors (USPSCs), Third Country Nationals (TCNs), Eligible Family Members (EFMs) and Cooperating Country Nationals (CCNs) on all aspects of performance monitoring, communications, countdown meetings, costing, cost projections tools, resource allocation and resource generation; manages and coordinates data collection related to cost financing, cost effectiveness and cost benefit analyses;
- Liaises with the Office of Program and Project Development (OPPD) through monitoring and evaluation; backstops as the Mission assigned program economist; attends strategic planning meetings; assists with refinements to the Mission's PMP and other strategic documents; coordinates all external evaluations and DQAs;
- Assists the office leadership in preparations for high-level USG visitors; provides oversight on preparation of high-quality briefing materials, scene setters, and meetings/briefing with partners;
- Provides technical oversight on his/her assigned programmatic activities, ensuring performance indicators are tracked accurately and used to revise strategy as necessary; coordinates with other members of the office to ensure data submitted on activities are complete and consistent for reporting in annual report, portfolio reviews, annual budget, pipeline analysis and other required reports;
- On a regular basis reviews and tracks host country sector expenditures, identifies and proposes concrete actions (e.g policies, reorganization, training etc) to address sector needs/gaps;
- Keeps OEG and OI staff abreast of current events in Afghanistan that impact activities or cooperation; conducts consultations with field implementing program officers, activity managers, and other stakeholders and tracks issues; collects, analyzes and synthesizes information to inform and strategically guide program planning and performance management/oversight effort.

3) USAID Consultation or Orientation (if applicable)

The selected applicant shall proceed to the Washington DC area for two weeks of mandatory training to complete the Foreign Affairs Counter Threat (FACT) and the Afghanistan Familiarization (FAM) courses (if not completed within the past five years) prior to

proceeding to USAID/Afghanistan to commence duties as outlined in the statement of work. FACT/FAM is mandatory training for Afghanistan.

4) Supervisory Relationship

This position will provide direct mentoring and coaching of the OEG and OI Cooperation Country National (CCN) staff. The incumbent's ability to work collaboratively, build consensus, mentor and effectively coordinate with team members and implementing partners in a multi-cultural setting will have a detrimental direct effect on the office staff and as well other stakeholders.

5) Supervisory Controls

This position sits in the Office of Economic Growth (OEG) and directly supervised by the Program Management Unit Lead within OEG. The supervisor assigns work in terms of project objectives, priorities and provides consultation in order for the employee to make sound recommendation. In consultation with the immediate supervisor for priorities, the incumbent makes independent decisions on management of assigned projects and tasks, and applies problem solving techniques to assure timely implementation and evaluation and has wide latitude to negotiate with counterparts on various portfolio and strategic issues. The employee will be working with considerable independence and receive general review/guidance. The work of the employee will be evaluated on the overall accuracy, feasibility and compatibility to the Agency's programs and the available regulations.

10. PHYSICAL DEMANDS:

The primary location of work will be on the U.S. Embassy/USAID compound in Kabul, Afghanistan. No special physical demands are required to perform the work.

11. POINT OF CONTACT:

All applications must be submitted electronically by e-mail with the subject line **SOL-306-17-000060 Economic Program Analyst (M&E)** to: kblaidpscjobs@usaid.gov

Attention: Executive Officer
USAID/Afghanistan
Human Resources Office

Applicants may submit an application against this solicitation at any time but prior the closing date mentioned above unless revised. The highest ranking applications may be selected for an interview.

Any questions about this solicitation may be directed to: KblAIDHR@usaid.gov.

Note: No in-person appointments or telephone calls will be entertained, unless you are required to have more information about this solicitation.

II. MINIMUM QUALIFICATIONS REQUIRED FOR THIS POSITION

In order to be considered for the position, a candidate must meet the Minimum Qualifications. Applications will be pre-screened and only those that meet the Minimum Qualifications will be considered. These are the minimum qualifications necessary to be considered for the position:

- a. **Education:** A Bachelor's degree in economics, statistics, management studies, business administration or development studies is required. (Educational requirement must be met at the time of application for the subject position).
- b. **Work Experience:** A minimum of five (5) years of progressively responsible experience in managing performance monitoring and evaluation of economic growth programs; data validations; planning; quality controls; qualitative and quantitative statistical data sampling; information analysis; design and implementation of assessments; developing analytical reports; conducting survey/field research is required. Experience and familiarity with the Multi-Tiered Monitoring Approach in economic development programs is required. (Work experience requirements must be met at the time of application for the subject position).

III. EVALUATION AND SELECTION FACTORS

The Evaluation Factors listed will be the basis for evaluating and ranking applicants for the position. Applicants will be scored based on the documentation submitted within the application. Applicants must submit a supplemental document outlining their responses to the evaluation factors listed in paragraph 2, below, in order to be considered. Only the highest-ranked applicants will be interviewed.

1. SELECTION PROCESS:

After the closing date for receipt of applications, a committee will convene to review applications that meet the minimum requirements and evaluate them in accordance with the evaluation criteria. Applications from candidates who do not meet the minimum requirements will not be scored. As part of the selection process, finalist candidates will be interviewed. Reference checks will be made only for applicants considered as finalists. The applicant's references must be able to provide substantive information about his/her past performance and abilities. If an applicant does not wish USAID to contact a current employer for a reference check, this should be stated in the applicant's cover letter; USAID will delay such reference checks pending the applicant's concurrence.

To meet basic eligibility requirements, the applicant must:

- Be a Third Country National Personnel Service Contractor (TCNPSC). "Third Country National means an individual: (1) Who is neither a citizen nor a permanent legal resident alien of the United States nor of the country to which assigned for duty (Afghanistan), and (2) Who is eligible for return to his/her home country or country of recruitment at U.S. Government expenses.ⁱ
- Submit a complete application as outlined in the section titled APPLYING;
- Be able to attain Medium Risk/Public Trust employment authorization;
- Be able to obtain a Department of State medical clearance;

- Be available and willing to work additional hours beyond the established 40-hour workweek, including weekends, as may be required or necessary;
- Be willing to travel to work sites and other offices as/when requested.

2. EVALUATION FACTORS:

Those applicants who meet the minimum education and experience qualifications will be evaluated based on the content of their application as well as on the applicant's writing, presentation, and communication skills. On a supplement document included with the application package, applicants should cite specific, illustrative examples to address each factor. Responses are limited to 500 - 1000 words (approx. 1/2 typewritten page) per factor. Applicants should describe specifically and accurately experience, training, education and/or awards they have received that are relevant to the factor. Applicants should include their name and the announcement number at the top of each additional page. Failure to specifically address the Evaluation Factors may result in the applicant not receiving full credit for pertinent experience.

FACTOR #1:

Demonstrated ability to analyze and carry out cost benefit and cost analysis, economic impact analysis. Ability to analyze inter-related economic growth activities and assess program effectiveness, efficiency and productivity of administrative and technical programs along with the work process of the programs.

FACTOR #2:

Demonstrated ability and skills to interpret economic information, policies and procedures and the ability to make cogent arguments clearly and succinctly in written and oral presentations, effectively facilitate discussions and/or meetings.

FACTOR #3:

Demonstrated ability and skills to engage with colleagues; complete the assigned tasks in accordance with agreed timetables; and ability to work effectively as a member of a multi-cultural team as well as establish and maintain working relationships with all support and technical offices.

3. BASIS OF RATING:

Applicants who clearly meet the Education/Experience requirements and basic eligibility requirements will be further evaluated based on scoring of their Evaluation Factor responses. Those applicants determined to be competitively ranked will also be evaluated on their interview performance and satisfactory professional reference checks. The Applicant Rating System is as follows:

Evaluation Factors:

Factor #1	25 points
Factor #2	15 points

Factor #3 10 points

Interview Performance: 50 points

Interview questions will revolve around the candidate's propensity to:

- quickly integrate into the Program Management Unit and successfully provide support to both OEG and OI management;
- ability to evaluate, develop and execute effective performance monitoring plans;
- ability to handle a wide variety of situations and conflicting issues requiring the use of initiative to determine the approach to be taken or methods to be used to resolve issues effectively and efficiently.

Satisfactory Professional Reference Checks: Pass/Fail (no points assigned).

Total Possible Points: 100

IV. **APPLYING**

Interested applicants must submit the following documents or their applications may not be considered for this position:

1. U.S. government AID 302-3 form which is available at the following website: www.usaid.gov/sites/default/files/documents/1866/a302-3.doc;
2. A current curriculum vitae (CV) or resume;
3. A minimum of three (3) professional references, who are not family members or relatives, with working telephone and email contacts. The applicant's references must be able to provide substantive information about his/her past performance and abilities. At least one reference provided should be a current or former supervisor;
4. A written statement that addresses the Evaluation/Selection Criteria in this solicitation, and how the applicant believes their experience and skills meet or exceed these criteria. The CV/resume must contain sufficient relevant information to evaluate the application in accordance with the stated evaluation criteria. Broad general statements that are vague or lacking specificity will not be considered as effectively addressing particular selection criteria.

Candidates who are applying for this position must fully meet the education requirement (graduated and degree and/or diploma already received) as specified. At the time of applications, candidates must also meet in full the experience requirement. There is no exception for these requirements.

Short-listed candidates will be requested to provide education documents such as degrees, diplomas, certificates and other pertinent documents as needed. Failure to provide the required documentation will result the rejection of their application from further consideration.

The Agency retains the full right to cancel or amend the solicitation and associated actions at any stage of the recruitment process.

V. LIST OF REQUIRED FORMS FOR PSC HIRES

The Contracting Officer will notify the selected applicant and provide instructions regarding how to complete and submit the following forms:

1. Declaration for Federal Employment (OF-306)
2. Medical History and Examination Form (DS-6561)
3. Pre-Deployment Physical Exam Acknowledgement Form (DS-6570)
4. Questionnaire for Sensitive Positions for National Security (SF-86), or Questionnaire for Non-Sensitive Positions (SF-85)
5. Finger Print Card (FD-258)

VI. BENEFITS/ALLOWANCES

As a matter of policy, and as appropriate, a PSC is normally authorized to the benefits and allowances listed in this section. [NOTE: A contractor meeting the definition of a Third Country National shall be eligible for any of the listed fringe benefits to include health and life insurances, differentials and allowances.]

1. BENEFITS:

- 1) Contribution toward Health & life insurance
- 2) Pay Comparability Adjustment
- 3) Eligibility for Worker's Compensation
- 4) Annual & Sick Leave
- 5) Access to Embassy medical facilities, commissary and pouch mail service as per post policy

2. ALLOWANCES (Applicable to employees meeting eligibility requirements)*:

- 1) Temporary Lodging Allowance (Section 120)
- 2) Living Quarters Allowance (Section 130)
- 3) Post Allowance (Section 220)
- 4) Supplemental Post Allowance (Section 230)
- 5) Post Differential (Chapter 500)
- 6) Payments during Evacuation/Authorized Departure (Section 600)
- 7) Danger Pay (Section 650)
- 8) Education Allowance (Section 270)
- 9) Separate Maintenance Allowance (Section 260)
- 10) Education Travel (Section 280)

* Standardized Regulations (Government Civilians Foreign Areas).

*Eligibilities for allowances are in accordance with Standardized Regulations (Government Civilians Foreign Areas) based on the type of appointment and Mission Policy.

VII. ACQUISITION & ASSISTANCE POLICY DIRECTIVES (AAPDS) AND CONTRACT INFORMATION BULLETINS (CIBS) PERTAINING TO PSCs

AAPDs and CIBs contain changes to USAID policy and the PSC General Provisions in accordance with USAID regulations and contracts. Please refer to <http://www.usaid.gov/work-usaid/aapds-cibs> to determine which AAPDs and CIBs apply to this contract. Additionally, AIDAR Appendixes J applies to PSCs can be found at: <http://www.usaid.gov/policy/ads/300/aidar.pdf>

ALL QUALIFIED APPLICATIONS WILL BE CONSIDERED REGARDLESS OF AGE, RACE, COLOR, SEX, CREED, NATIONAL ORIGIN, LAWFUL POLITICAL AFFILIATION, NON-DISQUALIFYING DISABILITY, MARITAL STATUS, SEXUAL ORIENTATION, AFFILIATION WITH AN EMPLOYEE ORGANIZATION, OR OTHER NON-MERIT FACTOR.

Only short listed candidates will be contacted.

ⁱ ADS 309.3.3 a

“United States Personal Service Contractors takes hiring preference over Third Country National Personal Service Contractors.” USAID/Afghanistan staffing limitations require this solicitation to be open to Third Country Nationals only.